



March 15, 2019

**Analysis of Impediments to Fair Housing Choice (AI)
Request for Qualifications RFQ #274-02212019 Questions and Answers
City of Raleigh**

The following questions were received from prospective respondents to the RFQ. Each question is followed by an answer from City of Raleigh staff.

Q: What is the budget?

A: Since this is a Request for Qualifications, proposals will be evaluated based on the factors listed in the RFQ, including hourly rates of all staff working on the project. Once the negotiations with the top-ranked firm is concluded, an agreed-upon not-to-exceed contract amount will be developed.

Q: In addition to public and stakeholder meetings in Cary, Raleigh, and with Wake County Gov, is the contractor expected to conduct public meetings in each township of the consortium: Apex, Fuquay-Varina, Garner, Holly Springs, Knightdale, Morrisville, Rolesville, Wake Forest, Wendell, and Zebulon??

A: Wake County prefers four regional meetings, one in each sector of the County. During the last AI cycle these were held at the Northern, Eastern, and Southern Regional Centers and the Western Region YMCA (which is in Cary).

Q: Section 1.6 of the RFQ refers to both an electronic copy sent via email attachment as well as a PDF on a Flash Drive. Does the City require both email and Flash Drive submission of the electronic copy?

A: Flash drive only. No need for an e-mail attachment.

Q: Should the Hourly Rates section of the submission be included in the PDF electronic copy?

A: This part does not need to be electronic. As the RFQ states: "One copy of the hourly rates for all proposed project personnel should be enclosed in a separate, sealed envelope and will not be opened until a firm has been selected and contract negotiations are ready to begin."

Q: In RFQ section 2, part 4. "Team Organization, Experience and Certifications/Qualifications," and/or 5. "Hourly Rates" does the city wish proposers to list the expected number of hours to be committed by each staff member in one or both sections?

A: Placing this information in Hourly Rates (separate sealed envelope) will suffice.

Q: In RFQ Section 2, proposers are asked to list “5. Proposed Cost” As well as “5. Hourly Rates.” Does the city wish proposers to include total proposed cost in either sections 1-4 or the separate section 5 of the submittal?

A: Proposed cost is only in the form of hourly rates for purposes of an RFQ. The “5. Proposed Cost” should be read as: “Hourly Rates” delivered separately in a sealed envelope.

Q: To confirm, the deliverables for this project are:

- An analysis of data and development of conclusions for the entire AI Consortium and
- A Fair Housing Plan/Recommendations for each of the five partners (City of Raleigh, Wake County, City of Cary, Wake County Housing Authority, and Raleigh Housing Authority) for a total of 5 sets of recommendations

A: Yes, as well as a summary of resident and stakeholder meetings, maps and tables, etc., as described in the RFQ. It is important that the AI include specific statements about what each member of the AI Consortium needs to do to address their specific fair housing barriers.

Q: What is the project timeline and anticipated date of completion?

A: It is expected (but this tentative schedule will be negotiated) that the selected consultant will be under contract by early July 2019, a draft AI will be completed for AI Consortium review by October 2019, and a revised AI ready for 30-day public review by mid-November 2019. In January 2020 the city, town, or county may prefer to have the AI consultant deliver a presentation of his or her findings and recommendations at a public forum (that is, from 0-3 public presentations). The final regional Analysis of Impediments should be delivered by February 7, 2020 to allow time for the three local governments to include AI information within their respective Consolidated Plans at the point a draft ConPlan is being prepared for public comment.

Q: How many meetings do you envision in total given the variety of stakeholders?

A: This was partially answered above in a different question, but it is expected that realtor organizations, fair housing advocacy groups, the local Fair Housing Hearing Board, Hispanic advocacy groups, lenders, homeless advocacy groups, local planning department staff, neighborhood advocates, etc. are part of the dialogue with the AI consultant. Some form of stakeholder consultation should be used to attain the appropriate input – some of this can be in the form of phone calls and emails, one-on-one meetings, and/or web-based surveys. Six public meetings were held over a 30-day period the last time an AI was prepared for this region.

Q: The RFQ states that there are three elements that must be included in the AI: data analysis, conclusions based on the analysis, and a Fair Housing Plan recommending a course of action on how to address any identified impediments. Will a separate AI be completed for each jurisdiction or are you looking for one AI for the consortium that has specific recommendations on how to address impediments in each jurisdiction through individualized Fair Housing Plans?

A: A single regional AI for the consortium.

Q: Is there an opportunity to expand the analysis to better understand the high utilizer population to impact the outcomes of new programs such as supportive housing and wrap-around services?

A: Yes - the experiences of the homeless in the local housing market should be part of the analysis.